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## **Mission**

To conduct elections pursuant to the guidelines established by the Florida Statutes.

## **Business Strategy**

The Supervisor of Elections is charged with the responsibility of carrying out the election laws adopted by the State Legislature. The duties of the Elections Office are categorized below with a brief description of each.

**Registration:** Register and process all registration documents for qualified Seminole County residents who wish to exercise their right to vote. Maintain up-to-date records of all qualified electors currently registered.

**File Maintenance:** During each odd-numbered year, an Address Confirmation Notice must be mailed to each elector who did not vote in any election in the County during the past two years or did not make a written request that his/her registration records be updated. An Address Confirmation Final Notice must be mailed to each elector whose Address Confirmation Notice is returned by the United States Postal Service which contains no forwarding address or an indication that the elector has moved outside the County. Names of electors failing to return the Address Confirmation Final Notice within 30 days are designated as "inactive" voters but must be allowed to vote during the period beginning on the date when the Address Confirmation Final Notice was mailed and ending on the day after the date of the second general election thereafter.

**Candidate Services:** Provide prospective candidates with general information, materials and necessary forms which must be filed. Accept and review all forms and reports. Notify appropriate individuals of any errors. Qualify candidates and remit qualifying fees to appropriate officials.

**Elections:** Notify overseas electors at least 90 days prior to each election so they may follow procedures to obtain absentee ballots. Prepare ballots pursuant to the Florida Statutes. Contact prospective individuals to serve as poll workers, appoint poll workers, notify individuals they have been appointed and conduct school of instructions. Coordinate and provide polling place locations for each precinct. Process requests for absentee ballots. Advertise appropriate legal notices and documents. Program and test electronic ballot counting equipment for accuracy in ascertaining election results. Deliver and pick up all voting equipment for each polling place location. Count and canvass election returns.

**Other Duties:** Notify and provide appropriate forms to those individuals who are required to file financial disclosure statements. Serve as Filing Officer for financial disclosure statements. Mail delinquent notices to those individuals who fail to file the required financial disclosure statement by the deadline established by State law. Verify signatures on various petitions and certify results to the Secretary of State or other appropriate officials. Provide support to municipalities in conducting municipal elections. Coordinate and work with the Board of County Commissioners and/or municipalities in reapportionment, redistricting and creating new voting precincts.

<b>Department:</b>		<b>CONSTITUTIONAL OFFICERS</b>			<b>Seminole County</b>	
<b>Division:</b>		<b>SUPERVISOR OF ELECTIONS</b>			<b>FY 2001/02</b>	
<b>Section:</b>					<b>FY 2002/03</b>	
	1999/00 Actual Expenditures	2000/01 Adopted Budget	2001/02 Adopted Budget	Percent Change 2001/02 Budget over 2000/01 Budget	2002/03 Approved Budget	Percent Change 2002/03 Budget over 2001/02 Budget
<b>EXPENDITURES:</b>						
Personal Services	760,657	897,540	881,344	-1.8%	1,082,952	22.9%
Operating Services	257,014	290,380	598,124	106.0%	455,680	-23.8%
Capital Outlay	40,730	1,550	67,825		0	
Debt Service	0	0	0		0	
Grants and Aid	0	0	0		0	
Reserves/Transfers	0	30,000	30,000		30,000	
<b>Subtotal Operating</b>	<b>1,058,401</b>	<b>1,219,470</b>	<b>1,577,293</b>	<b>29.3%</b>	<b>1,568,632</b>	<b>-0.5%</b>
Capital Improvements	0	0	45,000		0	
<b>TOTAL EXPENDITURES</b>	<b>1,058,401</b>	<b>1,219,470</b>	<b>1,622,293</b>	<b>33.0%</b>	<b>1,568,632</b>	<b>-3.3%</b>
<b>FUNDING SOURCE(S)</b>						
General Fund	1,058,401	1,219,470	1,622,293	33.0%	1,568,632	-3.3%
<b>TOTAL FUNDING SOURCE(S)</b>	<b>1,058,401</b>	<b>1,219,470</b>	<b>1,622,293</b>	<b>33.0%</b>	<b>1,568,632</b>	<b>-3.3%</b>
Full Time Positions	16	16	16		16	
Part-Time Positions	0	0	0		0	
<b>New Programs and Highlights for Fiscal Year 2001/02</b>						
Personal Services and equipment to add 5 new precincts to the current 133 precincts (\$2,600 in pollworkers' salaries, \$18,165 in operating, and \$32,000 in capital outlay).						52,765
Capital Improvement - Server/Printer for voter registration system						45,000
<b>New Programs and Highlights for Fiscal Year 2002/03</b>						
<b>Capital Improvements</b>						
Total Project Cost		2001-02 45,000	2002-03 0	2003-04 0	2004-05 0	2005-06 0
Total Operating Impact		0	0	0	0	0